

City of Augusta Bidding Process

Purchasing Agent

The City Manager is the Purchasing Agent for the City and, as such, he or she shall be responsible for the procurement of supplies, services and construction. The City Manager may appoint one or more Purchasing Officers to carry out these duties.

Competitive Sealed Bidding

Goods and services valued at or in excess of \$3,000 are purchased through a formal bidding process. A contract may be awarded without competition when the Purchasing Officer determines in writing, after conducting a good faith review of available sources, that there is only one source for the required goods or services.

Small Purchases

Insofar as it is practical, small purchases in excess of \$300 require that three businesses be solicited to submit quotations, which may be accepted by phone.

Bid Security for Construction Contracts

Bid security (Performance and Payment Bonds) will be required for construction contracts when the price is estimated by the designated official at or in excess of \$50,000.

Bid Submissions and Public Opening

All bids must be submitted to the City of Augusta, Purchasing Agent located at 16 Cony Street, Augusta, ME 04330. The envelope must be marked on the left-hand side with the "bid number" and "description." Bids are publicly opened and are available for inspection. The date and time bids are due is strictly enforced. Bids that are late will not be accepted nor opened.

Taxes

The City of Augusta is exempt from all Federal excise and State sales taxes. Documentation may be obtained by contacting the Purchasing Office.

Bid Recap and Award

Bids will be tabulated after the bid opening. When the bid is awarded, letters will go out to all vendors that submitted a bid, along with the bid recap.